
PURPOSE

To provide direction and consistency to all employee workstations and to create a safe, clean, and professional working environment, the Michigan Department of Health and Human Services (MDHHS) has developed the following guidelines for all MDHHS facilities.

POLICY

Customer Service Requests

Always request assistance from the Bureau of Organizational Services, Occupancy & Leased Management (BOS-OLM) to:

- Adjust, move, install or remove any modular furniture.
- Relocate unusually heavy equipment such as safes or filing systems.
- Complete any remodel or upgrade projects.
- Drill holes in any surface. Whenever possible use existing wall hangers. Frame all pictures and do not apply tape or adhesive directly to walls.
- Perform electrical wiring, plumbing.
- Access any ducts, vent openings, conduit, ceiling, or sub-floor/raceway space.

Complete a DHS-2113, Occupancy Services Work Request, for occupancy services work requests; for further information related to state-owned facilities; see [Inside DTMB>Work>Policies>DTMB Administrative Policies](#) the policy for [400.06, Approval and Process for Office Moves and Configuration Changes](#).

Work space/office areas

Information regarding property management is available in [The Administrative Guide to State Government](#).

- For most personnel, the standards for offices in state-owned and leased facilities with open plan modular partitions are based on an average of 48 to 64 square feet. The Bureau of Organizational Services (BOS) maintains standard workspace configurations.

- For 15 level managers and above with direct reports, the standards for offices in state-owned and leased facilities with open plan modular partitions are based on an average of 48 to 64 square feet. Workstations will typically be coupled with consultation rooms for manager/personnel conversations. Larger workstations are in a location, typically end of row that will minimize the impact on the entire floor space plan.
- MDHHS will consider flexible and innovative space arrangements to minimize space usage, including sharing conference rooms among multiple programs, implementing hoteling for mobile/hybrid workers, and utilizing teaming rooms to allow for reduced workstations.
- Floor-to-ceiling offices, open offices, and conference rooms will be located off the window walls to improve natural light distribution and HVAC circulation throughout a building.
- Floor-to-ceiling offices, for division director level 17 and higher with an average of 120 to 150 square feet. BOS must approve exceptions based on functional needs.
- BOS designs and approves workstations according to MDHHS standard specifications. Deviations require BOS approval.

General Space Usage.

- Do not use personal furniture such as stools, chairs, balance/stability balls, curtain/tension rods, screens, etc. Personal/non-state approved furniture may be removed by management.
- All aisles must remain clear to accommodate unobstructed emergency exits. Do not put filing systems, tables, chairs etc. in aisles without BOS approval.
- All contents of each work station should not extend outside or above the individual work station walls except for name plates.
- All signage should maintain an 18-inch clearance from the ceiling to accommodate sprinklers in case of a fire emergency.
- BOS must approve any design changes to walls or furniture.
- No items may shield or block windows as they may interfere with blinds or diminish natural sunlight for all occupants, which includes keeping window sills free of plants and decoration.

Live plants can be a source of airborne allergies and create the potential for mold and bugs. If issues arise due to plants in a space, offices may be responsible for additional facility maintenance such as carpet replacement, exterminations, etc.

- No items may shield overhead lighting. Use of light covers, shields, canopies etc. are prohibited.
- Do not bring bicycles or animals, other than service animals, into the building.
- Common areas should always appear professional and kept organized, clean and clutter free.
- To keep areas sanitary and prevent drain blockage, do not leave open food out overnight and do not throw food into drains.
- No open flames at any time.
- Do not disrupt the work environment; keep noise levels to a minimum. For example, use headphones when listening to music.
- Any items in violation of DTMB's Building Rules and Guidelines, Policies, Procedures, or code of conduct found in the Administrative Guide to State Government under, Conduct on State Property are prohibited.

Modular Furniture Guidelines

- All contents of each work station, including personal decorative items and plants, should not extend outside or above the individual work station walls except for name plates.
- Do not use personal furniture such as stools, chairs, balance/stability balls, curtain/tension rods, screens, etc. Personal/non-state approved furniture may be removed by management.
- Do not use overhead coverings and/or cubicle curtains (including umbrellas). Personal/non-state approved furniture may be removed by management.
- Do not use tape, stickers or coverings on fabric, walls, or glass modular panel surfaces. Use the tack boards provided in work stations. As a tack-able surface, use pushpins to adhere

papers and other materials in this location only. Staff are not to remove, reconfigure or reupholster tack boards.

- Lighting issues should be addressed through the agency key contact who will include the facilities supervisor and the reasonable accommodation coordinator to propose a solution.
- BOS and/or DTMB facilities supervisor must approve use of power strips. The State of Michigan's standard modular panel allows outlets at the base of the panel thus eliminating the need for power strips. Incorrectly used power strips, for example daisy chained together or not meeting UL Certification, present a fire hazard. If the need for use of a power strip or extension cord is determined and approved:
 - Grounded plugs they must have three prongs.
 - Cords should not be more than six feet in length.
 - Do not stretch cords across the floor; tape cords down to the floor; and do not use extension cords on a permanent basis.
 - If using power strips and surge protectors plug them directly into a power outlet, not an extension cord.
 - Never plug more than one power strip into any one outlet.

Small Appliances

Do not use small appliances in work stations or office space.

- Keep microwaves, coffee makers/Keurig's and refrigerators in common break areas only. Items located outside of break areas are subject to removal by management.
- Modular panels cannot power small appliances. Exceeding the power capacity of work stations poses a fire risk and can trip breakers resulting in downtime for employees.
- Heating devices may present a fire hazard and can conflict with building thermostats and cause colder than normal temperatures for the rest of the area.

Decorations

- Keep all aisles clear to accommodate unobstructed emergency exits.
- Do not tape, clip or hang decorations from the ceiling.
- Keep decorations for special events to a minimum and removed immediately after the event.
- Do not use real Christmas trees because of the damage that sap causes to carpets and walls and because they can be a fire hazard.
- Turn off any electrical decorations (such as lights and motorized decorations) at the end of the work day.

Service Animals

Service animals may accompany people with disabilities in MDHHS facilities. The tasks performed by a service animal must be directly related to the individual's disability.

Example: A dog trained to sense that an anxiety attack is about to happen and to take a specific action to help avoid the attack or lessen its impact, qualifies as a service animal. However, if the dog's mere presence provides comfort, that would **not** be a service animal under the American with Disabilities Act (ADA).

In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions:

1. Is the animal required because of a disability?
2. What work or task is the animal trained to perform?

Staff may not request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the person's disability.

PROCEDURE

1. An employee should request workspace repair or change through the supervisor, manager or director who will evaluate it and forward the request to the facilities coordinator for submission of a completed MDHHS-2113 to the [Bureau of Organizational Services, Occupancy & Lease Management \(BOS-OLM\) mailbox](#).

Note: For reasonable accommodation requests follow the policy in [APR-210, Reasonable Accommodation](#).

2. The completed MDHHS-2113 will be reviewed by the appropriate BOS-OLM project manager for approval prior to scheduling of work. Questions should be directed to appropriate [project manager](#).

RESOURCES

[State Facilities Administration Building Guidelines](#).

ADA Revised Requirements: Service Animals FAQ, US Dept of Justice, Civil Rights Division, Disability Rights Section
https://www.ada.gov/service_animals_2010.htm

Michigan Protection & Advocacy Services (MPAS) Service Animals
<http://www.mpas.org/contact-mpas/service-animals>

CONTACTS

[Bureau of Organizational Services/Occupancy and Lease Management](#), project managers assigned to your area.